Arizona Department of Education

FY 2009 – SAIS Changes Overview

Version: 1.0

Last updated: 6/20/2008

Arizona Department of Education
Information Technologies Department
Business Analysis

Revisions:

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1 Academic Achievement

3

1. *Unaccompanied Youth*

5   1.1.1   From FY09 forward, ADE shall collect "Homeless – Unaccompanied Youth" to be
6   added to the Need Transaction. This is being added to comply with Federal
7   Reporting Requirements.

8

9   The following structure describes the elements in this transaction.

field name	abbreviated name	length	data type	description	Comment
Transaction ID	TRANSID	3	I	ID value = 011	
Vendor Defined Field	VENDORFLD	50	S	Free field to be used for any purpose defined by the vendor or submitter (e.g., to hold a vendor-generated submission record identifier); this information will not be stored in SAIS	
Operation Code	OPRCD	1	S	A = Add new Need C = Change existing Need Exit Date D = Delete Need	
Entity ID	ENTITYID	9	S	School identifier; CTDS code	
School Student ID	SCHLSTUID	12	S	School-generated student identifier	
Student ID	STUDENTID	10	I	ADE-generated student identifier	
First Name on Legal Document	FIRSTNM	30	S	Student first name as it appears on the legal document provided for registration	
Middle Name on Legal Document	MIDDLENM	30	S	Student middle name as it appears on the legal document provided for registration	
Last Name on Legal Document	LASTNM	40	S	Student last name as it appears on the legal document provided for registration	
Need Code	NEEDCD	5	C	Need code *See Transaction Requirements: Code Values – Need*	
empty field		2	C	*This element is no longer collected. Properly formatted values (length and data type) in these fields will be ignored. For SDF files, no characters in the field is preferred. For XML files, no submittal of the element is preferred.*	
Need Entry Date	NEEDENTRDT	10	D	The date the student entered the state of having this Need. *For all needs **except homebound and homeless**, this element will be used solely to determine the school year during which the need occurred.*	
Need Exit Date	NEEDEXITDT	10	D	The date the student exited the state of having this Need. *For all needs **except homebound and homeless,** this element will not be used.*	

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11   The following elements may be changed using this transaction with a "change" operation.

12   • Need Exit Date

1   Element Optionality
2   *This table defines whether each element is optional or required depending upon*
3   *Operation Code.*

4   R: the element is required

5   X: any value in the incoming element will be ignored

6   {blank}: the element is optional; a valid value will be captured in SAIS

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8   **Needs Transaction Element Optionality**

element	*add*	*change*	*delete*
Transaction ID	R	R	R
Vendor Defined Field	X	X	X
Operation Code	R	R	R
Entity ID	R	R	R
School Student ID	X	X	X
Student ID	R	R	R
First Name on legal document	X	X	X
Middle Name on legal document	X	X	X
Last Name on legal document	X	X	X
Need Code	R	R	R
empty field	*X*	*X*	*X*
Need Entry Date	R	R	R
Need Exit Date		1	X

9   *1   although this is the only changeable field on this transaction, it is not required*
10   *for a valid "change" operation because the "change" might be intended to*
11   *remove an existing Need Exit Date from the SAIS database*

12   Code Value Table

Code in transaction	Description	Need Group	Effective Dates
21	Unaccompanied Youth	Economic Disadvantage	FY09 to Present The McKinney-Vento Homeless Education Assistance Act

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1 # 2 School Finance

2 ## *1. Accepting TAPBI Transactions*

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4 1.1 All validation rules that are now in affect regarding the acceptance of non-TAPBI
5   transaction records (membership and needs) shall be maintained and applied to
6   TAPBI transaction records
7   1.1.1   Membership Transactions:
8   1.1.1.1 Student Enrollment
9   1.1.1.2 Student Readmission
10   1.1.1.3 Student Withdrawal
11   1.1.1.4 Student Absence
12   1.1.1.5 Student Personal Information
13   1.1.1.6 Student Membership Change
14   1.1.1.7 Student District or Residence Transfer
15   1.1.1.8 Student FTE
16   1.1.1.9 Student Grade Transfer
17   1.1.1.10   Student Payer Factors
18   1.1.1.11   Student Year End Status
19   1.1.1.12   Student Attendance
20   1.1.1.13   Student Summer Withdrawal
21   1.1.1.14   Community College Classes
22   1.1.1.15   Student Test Label Transaction
23   1.1.2   Needs Transactions:
24   1.1.2.1 Student Need
25   1.1.2.2 Student Assessment
26   1.1.2.3 Language Program Participation
27   1.1.2.4 SPED Service Participation
28   1.1.2.5 SPED Service DOR
29   1.1.2.6 Support Program Participation
30   1.1.2.7 Initial IEP
31   1.1.2.8 Early Childhood Program Participation
32   1.1.2.9 Early Childhood Preschool Assessment
33 1.2 All TAPBI student records shall be treated as a standard school and have a
34   Track Number of non-zero.
35   1.2.1   The TAPBI student transaction shall be rejected by the SAIS system if
36   the record contains a track number value of zero.
37   1.2.1.1 The error message created when a TAPBI transaction is
38   rejected for having a zero track number shall read, "Invalid or
39   missing Track Number."
40   (-9007)
41   1.2.1.2 TAPBI student records (membership or needs) must have
42   integrity checked against a school calendar. Any transactions
43   submitted without an active calendar shall be rejected.

44 ## *2. TAPBI Calendars*

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46 2.1   TAPBI schools must submit a school calendar to ADE via the "LEA Calendar"
47   application available through common logon.

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2.1.1   Each school year, school calendars must be submitted (by July 1st) and activated (by September 1st) by using the "LEA Calendar" common logon application.

2.1.2   These calendars shall be considered when determining the 40th and 100th day aggregation target dates for the parent entity.

3.   *200 Day Calendars*

ARS 15-902.02 States: A school district governing board shall calculate its average daily membership on the two hundredth day of instruction if the school district elects to provide two hundred days of instruction. A school district that elects to provide two hundred days of instruction may calculate its budget based on an estimated average daily membership and may increase its base level by five per cent. A school district shall adjust its budget for the budget year based on any discrepancies between the estimated average daily membership for the previous year and the actual average daily membership on the two hundredth day of instruction for the previous year. A school district that elects to provide two hundred days of instruction shall ensure that the last day of instruction in any school year occurs before June 30.

3.1   All schools not designated as a "charter school" or "district sponsored charter school" shall be allowed to request usage of a 200 day calendar for funding purposes.

3.2   Schools that submit calendars with 200 or more schooldays, but have not been approved by ADE shall still be treated as a standard 180 day calendar.

3.3   Students with an enrollment at a ADE approved 200 day calendar school shall have ADM calculated based off a 200 day membership period, and shall not be limited to the first 100 days of membership as with 180 day calendar schools.

4.   *Absence Reporting*

4.1   All non-preschool students (including TAPBIs and Homebound Students) shall be required to report absences to SAIS (instead of minutes of attendance, or ATTMIN) for funding calculations.

4.2   The only grade for which minutes of attendance (ATTMIN) may be submitted to SAIS shall be non-homebound preschool students.

4.2.1   All validation rules that are now in affect regarding the acceptance of preschool minutes of attendance transaction records (membership type) shall be maintained and applied, unless otherwise stated.

4.2.2   For non-homebound preschool students, the SAIS system shall only accept ATTMIN transactions reported for days of the school year which fall into the school's submitted calendar and are not days which statute requires schools to be closed.

ARS 15-801B states: *"When July 4, Veterans' Day, December 25 or Thanksgiving Day occurs within the school week, the schools shall be closed and the compensation of the teachers shall not be diminished on that account."*

4.2.2.1 For all other grades: Any ATTMIN transactions shall fail at import and integrity.

    4.3   SAIS Message Changes:

        4.3.1 Modify -12019 to state: "Cannot submit attendance data for a student who IS NOT a ~~High School Student, a Disabled~~ Preschool ~~Student, or a homebound~~ student. Submit absence data instead."

    4.4   Homebound students (including preschool) shall no longer submit minutes of attendance (ATTMIN).

5. Calculating TAPBI ADM

    5.1   TAPBI memberships shall follow the same procedure for determining funding as any other membership type.

        5.1.1   Only the first 100 "in session" days of a TAPBI school's calendar (with the exclusion of 200 day calendars) shall be considered as valid for funding purposes.

        5.1.2   For schools with approved 200 day calendars: Only the first 200 "in session" days of a school's calendar shall be considered as valid for funding purposes.

~~6. Limiting ADM for concurrent and subsequent enrollments by any student~~

This section has been removed and will be handled through the FY09 Sais Concurrency Processing Rewrite project.

7. Concurrency Overrides

Concurrent memberships are defined as memberships where eligible enrollment days overlap.

    7.1   All concurrent memberships between a district and charter shall continue to be treated as invalid by default. LEA's will continue to be required to validate these concurrent memberships using the SDDI Common Logon application before they are considered as proportional concurrent membership periods for funding purposes.

        7.1.2   Enrollment periods that are not concurrent shall still receive funding as a single enrollment.

7.2 Any other concurrent membership shall continue to be treated as valid by default.

7.3 A new ADE concurrency override flag shall be added to SAIS. This override (or invalidation) will take precedence over any existing enrollment validation recorded by the LEA. Any enrollment (of <u>any</u> membership type) that is flagged with the new ADE override flag must be <u>excluded</u> from <u>concurrency</u> funding calculations.

    7.3.1 Enrollment periods that are not concurrent shall still receive funding as a single enrollment.

7.4 The existing "Charter and Public (non-charter) Concurrencies" interface that is available to LEAs shall include the following changes:

    7.4.1 A new column shall be added to the right of the existing validation application's "Validated" column heading named "ADE Invalidated."

    7.4.2 Each membership results row shall display an "x" for displaying if the ADE Override flag has been set. (Read only)

7.5 The following report shall be modified to include a value to be displayed for the ADE Override flag:

    7.5.1 SDADMS80-1: Charter/Public Concurrencies Report

        7.5.1.1 A new column named "ADE Invalidated" shall be added to show if a concurrent membership of any type has been invalidated by the new ADE override flag**.**

            7.5.1.1.1 The value should show "No" if no override record exists, or "Yes" if the membership has been marked as invalid by ADE.

            7.5.1.1.2 Locate this column to the right of the existing "Validated" column

    7.5.2 SDADMS80-2: Student Detail Concurrency Report

        7.5.2.1 A new column named "Validated" shall be added to show if a charter/public (non-charter) concurrency is considered valid.

            7.5.2.1.1 A new column named "Validated" shall be added to show if a charter/public (non-charter) concurrency is considered valid

            7.5.2.1.2 If the membership is required to be validated by the LEA but has not been LEA validated, "Not valid" shall be displayed as the validated value for this membership.

            7.5.2.1.3 Locate this column to the right of the existing "School Type" column

7.5.2.2 A new column named "ADE Invalidated" shall be added to show if a concurrent membership of any type has been invalidated by the new ADE override flag

    7.5.2.2.1   The value should show "No" if no override record exists, or "Yes" if the membership has been marked as invalid by ADE

    7.5.2.2.2   Locate this column to the right of the new "Validated" column

8.   Validation Processing

8.1 Any <u>concurrent</u> membership period that is required to be validated by a LEA (charter/public *non-charter*) and has not yet been validated by the LEA, or has been invalidated by ADE shall be disregarded for concurrency processing until the concurrency has been validated.

    Note: Any non-concurrent membership interval would still be funded regardless of invalidation.

9.   ~~Concurrency Processing~~

This section has been removed and will be handled through the FY09 Sais Concurrency Processing Rewrite project.

10.   200th Day Aggregation

10.1 SAIS shall perform a manual 200th Day aggregation and calculation for any districts selected by the School Finance department.

11.   Modification of SDADMS75

11.1   The SDADMS75 report shall be modified to show all membership intervals, even those with zero FTEs up to the end of the applicable membership period (40th, 100th, 200th, etc) or the enrollment withdrawal date.

11.2   A code signifying "adjusted FTE due to a previous enrollment" shall be added to the report footer as #6, and any membership records that have been adjusted due to previous enrollment(s) shall display the new code within the "Codes" column of the report.

12.   ~~New ADM Reports~~

This section has been removed and will be handled through the FY09 Sais Concurrency Processing Rewrite project.

1 **3 Exceptional Student Services (ESS)**

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3 *1.   SPED Year End Exit Codes*

4 1.1 SAIS shall require that all SPED service participations are exited accordingly at the end
5   of the participation. This now includes exiting the SPED service participation at the end
6   of the school year.

7 1.2 The SPED Exit code must be associated with the student's regular membership year
8   end or withdrawal code according to the following charts:

9

		Year End Codes							
		G-Graduated	C-Completed	A-Attended	SA-Still Enrolled (AIMS)	SC-Still Enrolled (course req)	SE-Still Enrolled (met no req)	P-Promoted	R-Retained
SPED Exit Codes	1-Transfer to regular education	yes	yes	yes	yes	yes	yes	yes	yes
	2-Graduated	yes	no	no	no	no	no	no	no
	3- Reached maximum age	no	yes	yes	no	no	no	no	no
	4-Died	no	no	no	no	no	no	no	no
	5- Moved, known to be continuing	no	no	no	no	no	no	no	no
	7-Dropout	no	no	no	no	no	no	no	no
	8-Transition to kindergarten	no	no	no	no	no	no	yes	no
	9-Ends one SPED service but starts another	no	no	no	no	no	no	no	no
	10-Withdrawn by parent request and no longer enrolled	no	no	no	no	no	no	no	no
	11-Expelled but still receiving services	no	no	no	no	no	no	no	no
	12-Exit from one need but continuing in another	no	no	no	no	no	no	no	no
	13-End of school year	no	yes	yes	yes	yes	yes	yes	yes

Note that 'J' service code participations cannot be validated against Year End code as they are private school students and do not receive ADM

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11

Withdrawal Codes

SPED Exit Codes	W1-Transfer	W2-Illness	W3-Expelled or long-term suspension	W4-Absence status unknown	W5-Dropout	W6-Age	W7-Graduated	W8-Deceased	W9-Transfer to be hometaught	W10-Transfer to detention	W11-GED	W12-Vocational school	W13-Completed (AIMS)
1-Transfer to regular education	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	yes
2-Graduated	no	no	no	no	no	no	yes	no	no	no	no	no	no
3- Reached maximum age	no	no	no	no	no	yes	no	no	no	no	no	no	no
4-Died	no	no	no	no	no	no	no	yes	no	no	no	no	no
5- Moved, known to be continuing	yes	no	no	no	no	no	no	no	yes	yes	no	no	no
7-Dropout	no	yes	yes	yes	yes	no	no	no	no	no	yes	yes	yes
8-Transition to kindergarten	yes	no	no	no	no	no	no	no	no	no	no	no	no
9-Ends one SPED service but starts another	no	yes	yes	no	no	no	no	no	yes	no	no	no	no
10-Withdrawn by parent request and no longer enrolled	no	yes	no	no	no	yes	no	no	yes	no	no	no	no
11-Expelled but still receiving services	no	no	yes	no	no	no	no	no	no	no	no	no	no

	12-Exit from one need but continuing in another	no	no	no	no	no	no	no	no	no	no	no	no	no
	13-End of school year	no	no	no	no	no	no	no	no	no	no	no	no	no

1   Note that service code J participations cannot be validated against withdrawal codes as they are private school students and do not receive ADM.

2

1.2.1.1 SAIS shall validate that the student's latest SPED Participation per school per fiscal year has a SPED Exit Reason that 'matches' with a student's regular membership year end or withdrawal membership status per the charts above.

> **FAILURE: Message -@@:**
> **Student's SPED Exit Reason is not allowed with the regular**
> **membership's year end or withdrawal status; (return latest SPED Exit**
> **Reason = ; regular membership status =)**
> - **Federal SPED Integrity**

> **This rule and its validation shall change from a WARNING on FY 2008 to a FAILURE in FY 2009.**

1.2.1.1.1 SAIS shall validate this rule beginning April 1st of each fiscal year with the validation continuing forward. The validation shall be for all of the current fiscal year.

1.2.1.1.2 *The Integrity validation is for the FEDERAL SPED Integrity flag only.*

1.2.1.2 If student has SPED Participation within the fiscal year and the student's regular membership year end or withdrawal status at the same school changes, SAIS shall set the student's FEDERAL SPED Integrity flag to NULL and trigger FEDERAL SPED integrity to be run.

1.2.1.3 SAIS shall check to ensure that both a SPED Exit Reason and SPED Exit Date when the student is exited from a SPED program. If both have not been submitted, then:

> **FAILURE: Message -@@:**
> **Student must have a SPED Exit Reason and SPED Exit date**
> - **Federal SPED Integrity**

> **This rule and its validation shall change from a WARNING on FY 2008 to a FAILURE in FY 2009.**

1.2.1.3.1 SAIS shall validate this rule beginning April 1st of each fiscal year with the validation continuing forward. The validation shall be for all of the current fiscal year

1.2.1.3.2 *The Integrity validation is for the FEDERAL SPED Integrity flag only.*

1.2.1.4 SAIS shall check to ensure that a SPED participation transaction with a service code of "H" is submitted after an Exit Code of 11 – Expelled But Still Receiving Services is submitted.

> **FAILURE: Message -@@:**
> **Student must have a SPED Service Code of H for SPED Exit Code 11**
> - **Federal SPED Integrity**

1.2.1.4.1 *The Integrity validation is for the FEDERAL SPED Integrity flag only.*

4 Office of English Language Acquisition Services (OELAS)

1. *Removal of Transaction 12, Language Assessment*

1.1 From FY09 forward, Transaction 12, Language Assessment will no longer be accepted by ADE. Please see "ELL Assessment Integration" supporting document that describe the new process.

2. *Language Programs*

2.1 Program Codes

2.1.1 For FY09, retire the code "M" with translation "Mainstream" in the ELL enrollment area in SAIS.

2.1.2 Add new Code "I" with translation "Individual Language Learner Plan (ILLP)" in the ELL enrollment area in SAIS.

2.1.3 Code Location
Transaction: Student Assessment (12); Element name: Program Code, Code in Transaction: M, Description: "Mainstream".

Code in transaction	Description	Effective Dates[2]
A	*Transitional English Acquisition*	*pre-SAIS to FY2001*
B	*Secondary English Acquisition*	*pre-SAIS to FY2001*
C	*English Acquisition/Bicultural*	*pre-SAIS to FY2001*
D	*English as a Second Language (ESL)*	*pre-SAIS to FY2001*
E	*Individual Education Program (IEP)*	*pre-SAIS to FY2001*
F	*Individual Education Program (IEP), request by parents*	*pre-SAIS to FY2001*
C	*Structured or Sheltered English Immersion (SEI) & Bilingual with Parental Waivers (dual language) for K-12*	*FY2002 only*
A	Structured or Sheltered English Immersion (SEI)	FY2003 to present
B1	Bilingual/Dual Language with Waiver 1	FY2003 to present
B2	Bilingual/Dual Language with Waiver 2	FY2003 to present
B3	Bilingual/Dual Language with Waiver 3	FY2003 to present
M	Mainstream	FY2006 to FY2008
I	**Individual Language Learner Plan (ILLP)**	**FY2009 to present**
A	*Bilingual Education with a Waiver*	*Up to FY2002*
B	*Structured English Emersion*	*Up to FY2002*

1 ## *3. ELL Assessments*

2 Additional Assessments Allowed

3 4.1 Three (3) assessments may be recorded for a student per fiscal year.

4 4.1.1 There remains a requirement for a minimum of 1 assessment to qualify for the ELL
5 program, but a new cap of 3 assessments.

6 4.1.1.1 New failure code message: "Student has the maximum number of existing
7 assessments (3) within the same district/charter holder this fiscal year."
8

9 4.1.1.2 Limit students classified as "Continuing FEP" to 1 assessment per Fiscal Year.
10 Transaction: Student Assessment (12); Element name: Assessment Code Result.

11 *4.1.1.2.1 Use existing Failure code 21017*

12 4.1.2 Affected Assessment Rules

13 4.1.2.1 SD-TX012-AST-008.3A.5

14 Only one assessment will be allowed to be recorded in SAIS per student per fiscal year for
15 any individual district or charter holder. Attempts to add an assessment record with a
16 different date from a record that exists on SAIS within the same fiscal year from the same
17 school district or charter will fail on import.

18 FAILURE -21017: Student has an existing assessment within the same district/charter
19 holder this fiscal year.

20 # 5 Immigrant Need for 3 years only

21
22 SAIS will validate that a student may only be designated with an Immigrant need code for
23 three prior fiscal years.
24
25 The basis of the request is the No Child Left Behind Act of 2001, Title III: Language
26 Instruction for Limited English Proficient and Immigrant Students, Part C-General
27 Provisions, Section 3301.Definitions.(6)

28 ### *5.1 Transactions*

29 n/a

30 ### *5.2 Integrity*

31
32 5.2.1 SAIS shall issue a Failure for FY 2009 in Integrity if a student identified in the
33 current fiscal year as Immigrant was previously identified as an Immigrant in 3 or
34 more prior fiscal years.
35
36 5.2.1.1 Support Program Integrity
37

1   SD-INT-SUP-009.5
2   **Failure** message -@@
3   Student has been identified as Immigrant for 3 or more prior fiscal years.

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5   5.2.1.2 SAIS shall validate the above rule on a student level. SAIS shall consider if the
6   student has had the Immigrant Need submitted for them at any entity at any time
7   within any given prior fiscal year.

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10 5.2.1.3 SAIS shall identify if a student was designated as Immigrant in prior fiscal years

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